

INSTRUCTIONS FOR COMPLETION OF FCC FORM 395
COMMON CARRIER ANNUAL EMPLOYMENT REPORT

A. Who Must File: The FCC Form 395, Common Carrier Annual Employment Report, is to be filed by all licensees and permittees of common carrier stations with sixteen (16) or more full-time employees, as required by 47 C.F.R. 1.815 (see item D below).

B. Number of Copies to File: Respondents must submit **one (1)** copy of each FCC Form 395, Common Carrier Annual Employment Report, to: **FEDERAL COMMUNICATIONS COMMISSION, Common Carrier Bureau -- Enforcement Division, Washington, D.C. 20554** or it may be submitted by facsimile to **(202) 418-0236**. The completed report must be filed by May 31 of each year.

C. Reporting Period (Item 3 of FCC Form 395): The employment data filed on FCC Form 395 must reflect the employment figures from any one payroll period in January, February, or March. The same payroll period should be used in each year's report.

D. Number of Full-Time Employees (Item 4 of FCC Form 395): (1) If the filing concerns a reporting unit that had fewer than sixteen (16) full-time employees during the selected payroll period (see item C, above), no Form 395 filing is required. However, such a reporting unit **may fill in Sections I, V, and VI of Form 395 and submit it to comply with its reporting obligations under 47 C.F.R. Sections 21.307, 22.307, or 23.55.**

(2) If the filing concerns a reporting unit that had 16 or more full-time employees during the selected payroll period, complete all sections (i.e., Sections I, II, III, IV, V, and VI).

E. Minority Group Identification:

1. Minority group information necessary for this section may be obtained either by visual surveys of the work force, or from post-employment records as to the identity of employees. An employee may be included in the minority group to which she or he appears to belong, or is regarded in the community as belonging.

2. Since visual surveys are permitted, the fact that minority group identifications are not present on company records is not an excuse for failure to provide the data called for.

3. Conducting a visual survey and keeping post-employment records of the race or ethnic origin of employees is legal in all jurisdictions and under all Federal and State laws. State laws prohibiting inquiries and recordkeeping as to race, etc., relate only to applicants for jobs, not to employees.

4. FCC Form 395 provides for reporting Native American, Asians or Pacific Islanders, blacks (non-Hispanic), Hispanics, and whites (non-Hispanic), whenever such persons are employed. The category that most closely reflects the individual's recognition in his/her community should be used to report persons of mixed racial and/or ethnic origins.

F. Race/Ethnic Categories:

1. Black, not of Hispanic Origin - A person descended from any of the black racial groups of Africa.

2. Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

3. Asian or Pacific Islander - A person descended from any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific islands. This area includes, for example, China, Japan, Korea, the Philippines, Vietnam, and Hawaii.

4. Native American - A person descended from any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

5. White, not of Hispanic Origin - A person descended from any of the original peoples of Europe, North Africa, or the Middle East.

G. Job Categories:

The following job category definitions are provided for your guidance and may be used in completing FCC Form 395. A person who works in more than one job category is to be included in the one that represents the most important work done by that individual and is to be listed only once. Specific job titles below are not all inclusive or rigid. The proper categorization of any employee depends on the kind and level of the employee's responsibilities.

1. Officials and Managers - Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers.

2. Professional - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots, architects, artists, designers, writers

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and editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered nurses, personnel and labor relations specialists, computer scientists, physicians, social scientists, and kindred workers.

3. **Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post-high-school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers and operators, drafting technicians, engineering aides, junior engineers, mathematical aides, photographers, radio operators, scientific assistants, surveyors, technical illustrators, electronic technicians, and kindred workers.

4. **Sales** - Occupations engaged wholly or primarily in direct selling. Includes: advertising salespersons, marketing assistants, sales representatives, technical salesworkers, demonstrators and sales promoters.

5. **Office and Clerical** - Comprises all clerical-type work regardless of the level of difficulty, where the activities are predominantly non-manual, though some manual work not directly involved with altering or transporting the product is included. Includes: bookkeepers, cashiers, collectors (bill and account), messengers and office clerks, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telephone and telegraph operators, and kindred workers.

6. **Craftworkers (skilled)** - Manual workers of relatively high skill level who have a thorough and comprehensive knowledge of the process involved in their work, exercise considerable independent judgment, and usually receive an extensive period of training. Includes: hourly paid supervisors who are not members of management, skilled mechanics, telephone installers and repairers, line and cable workers, machinists, printing craftworkers, electricians, pattern and model makers, stationary engineers, and kindred workers.

7. **Operatives (semiskilled)** - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level that can be mastered in a few weeks and require only limited training. Includes: apprentices (electricians, machinists, mechanics, etc.), machine operatives, assemblers, welders, attendants (auto service and parking), chauffeurs, truck drivers, delivery and routeworkers. (Persons who are employed in a program including work training and related instruction to learn a trade or craft that is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency, should be regarded as apprentices for this report.)

8. **Laborers (unskilled)** - Workers in manual occupations

who require no special training and perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, vehicle washers and equipment cleaners, stock handlers, groundskeepers, laborers performing lifting, digging, mixing, loading and pulling operations.

9. **Service Workers** - Workers in both protective and nonprotective service occupations. Includes: personal service attendants, health service aides, janitors and cleaners, food service workers, elevator operators, fire protection workers, security guards and doorkeepers.

H. On-the-Job Trainees:

Report only employees enrolled in formal on-the-job training programs. The data provided for this section should also be included in the figures for the appropriate occupational categories in Sections II and III.

1. **White Collar** - Persons engaged in formal training for: Officials and Managers, Professionals, Technicians, Sales, Office and Clerical.

2. **Production** - Persons engaged in formal training for: Craftworkers (skilled)--when not trained under apprenticeship programs, Operatives (semiskilled), Laborers (unskilled), and Service Workers.

I. Report of Discrimination Complaints:

All common carrier licensees and permittees are required by 47 C.F.R. Sections 21.307, 22.307, or 23.55 to file a report of equal employment opportunity discrimination complaints brought against them. Section V makes this complaint report a part of the annual employment report for those reporting units filing Form 395 (see item D above).

J. Certification: FCC Form 395 must be certified: by the licensee or permittee, if an individual; by a partner, if a partnership; by an officer, if a corporation or association; or by an attorney of the licensee or permittee, in case of his/her physical disability or absence from the United States.

NOTICE: Public reporting burden for this collection of information is estimated to average one hour per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Federal Communications Commission, Records Management Branch, Washington, DC 20554. See Instruction B for address to send completed FCC Form 395.

An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid control number.

COMMON CARRIER ANNUAL EMPLOYMENT REPORT

Please Read Instructions Before Completing and For Notice Regarding Public Burden

SECTION I - General Information

1. Name and Mailing Address of Respondent

☐ Check here
if this is
a change of
address.

2. Year Report Filed

3. Reporting Period (Pay Period Ending
Covered by This Report)4. Number of Full-Time Employees during Selected
Reporting Period (check one)

- a.
- ☐
- Fewer than 16 (Complete Sections I, V, and VI only)
-
- b.
- ☐
- 16 or more (Complete Sections I, II, III, IV, V
-
- and VI)

SECTION II - Full-Time Paid Employees. Consider as full-time employees, all employees working 30 hours or more a week.

JOB CATEGORIES	ALL EMPLOYEES			MALE					FEMALE				
	Total Columns 2 + 3	Male	Female	MINORITY GROUP EMPLOYEES				White, not of Hispanic Origin	MINORITY GROUP EMPLOYEES				White, not of Hispanic Origin
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic		Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Officials and Managers													
Professionals													
Technicians													
Sales													
Office and Clerical													
Craftworkers (skilled)													
Operatives (semiskilled)													
Laborers (unskilled)													
Service Workers													
TOTAL													
Total Employment from Previous Report (if any)													

SECTION III - Part-Time Paid Employees.

JOB CATEGORIES	ALL EMPLOYEES			MALE					FEMALE				
	Total Columns 2 + 3	Male	Female	MINORITY GROUP EMPLOYEES				White, not of Hispanic Origin	MINORITY GROUP EMPLOYEES				White, not of Hispanic Origin
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic		Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Officials and Managers													
Professionals													
Technicians													
Sales													
Office and Clerical													
Craftworkers (skilled)													
Operatives (semiskilled)													
Laborers (unskilled)													
Service Workers													
TOTAL													
Total Employment from Previous Report (if any)													

SECTION IV. On-the-Job Trainees. Report only employees enrolled in formal on-the-job training programs. The data below shall also be included in the figures for the appropriate occupational categories in Sections II and III.

JOB CATEGORIES	ALL EMPLOYEES			MALE					FEMALE				
	Total Columns 2 + 3	Male	Female	MINORITY GROUP EMPLOYEES				White, not of Hispanic Origin	MINORITY GROUP EMPLOYEES				White, not of Hispanic Origin
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic		Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
White Collar													
Production													

SECTION V. Report of Discrimination Complaints Pursuant to 47 C.F.R. Sections 21.307, 22.307, and 23.55.

☐ This is to advise the Commission that no complaints regarding violations of equal employment provisions of Federal, State, Territorial, or local statutes have been filed against this company before any body having competent jurisdiction in such matters during the calendar year covered by this report.

☐ This is to advise the Commission that the following complaints alleging violations of the provisions of any equal employment opportunity statute have been filed against this company. (Attach a list indicating parties, date filed, courts or agencies before which the matter has been heard, file number or other designation, and disposition or current status).

Section VI - Certification

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

Date	Typed or Printed Name of Person Signing	Signature	(Area Code) Telephone No.
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Title of Person Signing	WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(A)(1) AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).
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NOTICE: The solicitation of personal information requested in this report is authorized by the Communications Act of 1934, as amended. The data collected will be used to assess compliance with FCC Rules and Regulations pertaining to EEO requirements. Your response is mandatory. An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid control number. This Notice is required by the Privacy Act of 1974, P.L. 93-579 and the Paperwork Reduction Act of 1995, P.L. 96-511.